



LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Payroll
204 Thomas Boyd Hall

BIWEEKLY TIMESHEET

AS107

Please use only blue or black ink.

Supervisors Name

This timesheet should be processed according to the LSU payroll schedule for student and contingent employees.

Employee (Last, First, MI)			
LSU ID		Account #	
Pay Period (2 weeks)		Start	End
Week 1	Week 2		Total

WEEK 1

WEEK 2

Day	Date	Time(s)	Hours
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Week 1 Hours			

Day	Date	Time(s)	Hours
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Week 2 Hours			

Time(s) - actual time should be listed. Example - 8:30 am -10:30 am; Hours - should be listed as decimals. Example - 2 ½ hours is 2.5

I certify that I was present and worked during the hours indicated above.

Employee Signature Date

I certify that this employee has performed satisfactory work for the hours represented on this timesheet.

Supervisor Approval Date

Accounting Information:

If paid from Work Study, Chancellor's Aide, or grant account:

Total Hours	
x Hourly Rate	
= Total Earned	

Balance Forward	
Bi-weekly Allocation	
New Balance	